Powerpoint® Presentation Instructions

If you are intending to use PowerPoint® for your presentation, please read the following carefully:

1. Prepare your presentation as a single file to run on PowerPoint on an IBM compatible machine with MS Office 2003 or later. We will not accept any other formats.
2. Bring your presentation on a USB flash memory (a.k.a. "thumb drive") or a cd-rom (ISO 9660 format). Do not bring your own laptop or a Zip Disk.
3. Have your file copied onto the desktop of the computer that is assigned to the room where you will be giving your presentation. Computers will be available daily from 7:30am to 6:30pm beginning on Tuesday (6 October 2009), in the rooms where sessions will be held. Do not wait until the break right before your session to load your talk.
4. Make sure your file runs. If not, get help in the AV room
5. Remember that your presentation time is limited to 20 min, 15 minute presentation and 5 minutes for questions. You will not be allowed to extend your time if you have technical problems during your talk.
6. If you will need to play audio or video, please notify us as soon as possible before the meeting so we can make sure you are assigned to a room where that will be possible.

***Although it is a good idea to check your presentation in the AV room, in most cases you should be able to load and check your presentation during any break in the room where you will be presenting. Remember that your presentation time is limited to 20 minutes, which includes any time that you may lose to technical problems during your talk! For additional questions please contact Matthew Johnson (mjjohnson@usgs.gov).

Poster Session Instructions

The poster session will be held in conjunction with a social at the High Country Conference Center at Northern Arizona University from 7:00pm to 9:30pm on Tuesday, 6 October 2007. Poster presenters are expected to be present during the entire two and half hour poster session to answer question about your poster. Please put up your poster between 5:00pm and 6:30pm prior to the poster session. Poster width cannot exceed 68 inches; we recommend posters dimensions of 36 inches high and 56 inches wide. We will provide pins, staples, and boards foir mounting posters. For additional questions please contact Charles Drost (charles_drost@usgs.gov).